



## FY25 Comp Prep Guide

### **OVERVIEW:**

The Comp Prep system is available at <https://budgetprep.utah.gov/comp/home.html>. If you do not already have access, please send an email to **Hannah Elliott** at [helliott@utah.gov](mailto:helliott@utah.gov).

This manual provides general guidance for navigating through Comp Prep. Please contact your agency's analyst in the Governor's Office of Planning & Budget (GOPB) for additional assistance.

GOPB will use the data in Comp Prep to develop the governor's recommendation for incremental changes to the state compensation package for FY25. Since they may differ, total personnel costs from Comp Prep will not be used to pre-populate your personnel services expenditures in Budget Prep. Please accurately account for the total Comp Prep personnel costs when calculating your personnel services expenditures for Budget Prep.

To provide sufficient time for GOPB to analyze various compensation package scenarios and provide agencies with summary reports to inform FY25 base submissions, agencies must complete all Comp Prep work ***no later than Friday, Sept. 15, 2023.***

### **Common Data Errors**

To minimize mistakes and avoid extra work during GOPB and LFA review, below is a list of common errors:

**FTE VALUE GREATER THAN 1:** The total FTE value in Comp Prep for an employee identification number (EIN) should not sum to a total above 1. If an employee transfers to another position within the same agency or at another agency, do not utilize the former employee and their EIN as a placeholder for a replacement. The replacement needs to be added as a vacancy.

This guide includes instructions on how to create a vacancy using a position already in the system. In a rare case, such as a position share, that one employee works over 1 FTE, please note in Comp Prep.

**BENEFIT SPLIT:** If an employee receives benefits, this value should aggregate to one. If they do not receive benefits, it should be zero. Issues frequently arise when an employee is split between appropriations.

**BOARD MEMBERS:** If a job class title is Board/Commission Member, they should be marked as a board member. Ensure benefits values are correct for board members and note it is uncommon for them to receive benefits.

**VACANCIES ALIGN WITH ACTUAL STAFFING TRENDS:** In most instances, vacancies should align with actual staffing trends. There are two specific instances where this is not the case which cause concern:

1. Your total FTE and payroll costs in Comp Prep should reflect levels that your agency can realistically execute within your anticipated FY25 base budget. For example, if an agency includes vacancies totaling 100 FTE, they should be able to realistically hire enough staff to increase the total FTE utilization by 100 compared to current staffing levels.

In the past, when agencies have been asked how they plan to fill an abnormally high number of vacancies identified in Comp Prep, agencies respond that they are using savings from turnover in other positions. In reality, turnover savings should be accounted for in the payroll costs of on-board positions listed in Comp Prep. While a percentage of positions may turn over, the specific positions are not known. Existing positions serve as a cost and FTE placeholder for future replacements.

GOPB and LFA expect agencies with a significant number of vacancies in Comp Prep to be able to justify how the positions will be hired and funded without turnover savings.

2. The benefit and retirement plan mix for vacancies should align with the average mix for existing staff. For example, it is not appropriate to assign the most expensive retirement and benefit plans to all vacancies. If a vacancy is created based on an actual position or a new vacancy for someone who has already been hired, rely on the best knowledge of what the benefit retirement mix will likely be. When adding vacancies where the benefit and retirement mix is unknown, you should align with averages for existing staff throughout your agency.

Your GOPB analyst can provide assistance with these calculations if necessary. LFA has indicated that they will flag any variance greater than 20% compared to current staff for review and potential revisions.

## **BASIC COMP PREP PROCESS:**

1. ***Review and update personnel data.*** Each agency is responsible to ensure that **all** Comp Prep data are accurate—this means reviewing **each** personnel record for accuracy. It is **not** appropriate to assume that since the data was pulled from the State Data Warehouse that it is without error.

The initial data in the system is the most recently available payroll data as of the opening of Comp Prep. If another pay period is a better representation of a “regular” period, you may select another period. You may also update or add individual records ([see pages 8-12](#)). Only add vacant positions if you plan to fill them before or during FY25. Do not include contingent positions that will only be filled under unusual or unanticipated circumstances ([see page 12](#)).

Ensure that the *General Increase* flag is checked consistent with your intent to administer an increase to a position if funding is provided. **DO NOT** check the flag for employees in temporary positions (i.e., schedule codes IN and TL) if you do not intend to administer funded increases to employees in these positions.

2. ***Review and update funding data.*** The initial data in the system reflect the funding spread from the most recent legislative session as maintained by the Legislative Fiscal Analyst ([see page 16](#)).
3. ***Submit final data*** Update all statuses to “GOPB Review” by close of business on **Sept. 15** ([see page 19](#)).

## HOME PAGE NAVIGATION:

The screenshot shows the 'Budget Builder' web application interface. At the top, there is a navigation bar with tabs for 'Budget Prep', 'Comp Prep', and 'Performance Prep'. Below this is a search and filter area with a dropdown menu, a search box, and a 'Filter' button. The main content area is titled 'Personnel Grid' and contains a list of personnel records. The records are displayed in a table with columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Emp Num, Class Title, PCN, Line, Schedule, Mod, Board Member, and FTE. A 'Personnel Grid' section below the table contains buttons for 'Update Multiple Records', 'Add Record', and 'Submit Records to GOPB'. A 'Benefits' section below the buttons contains tabs for 'Benefits', 'Flags', 'Additional Info', and 'Tags'. A 'Download Excel Spreadsheet' button is located at the bottom right of the grid. The interface is annotated with red numbered callouts (1-13) pointing to various elements: 1. Department/Line Item Selection; 2. Appropriation Unit Selection; 3. Filter Records; 4. Personnel Data Update; 5. Update Multiple Records; 6. Add Record; 7. Add Blank Vacancy; 8. Board Member; 9. Appropriation Info; 10. Benefit Rates; 11. Download Excel Spreadsheet; 12. Comp Menu Bar - Funding Split; 13. Submit Record to GOPB.

## Action

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# 1. Department/Line Item Selection

Choose the department or line item to view from the drop-down menu

**Personnel Grid**

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

- [Edit a Personnel Record](#) by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit.
- [Add or Duplicate Records](#) by clicking the add or duplicate buttons.
- [Search For Records](#) by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- [Manage Appropriation Funding](#) by going to the Funding page.
- [See Calculations Rates](#) on the Benefits Rates page. [Appropriation Info](#) is Here.
- [Mass Update multiple records](#) by checking the records' checkboxes and clicking 'Mass Update'.
- [Update Personnel Data](#) from the State Data Warehouse by clicking [Here](#).

Update Multiple Records   Add Record -   Update Statuses to LFA Review   Update Statuses to Agency Review

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Gen Incr	Max	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>				Vacant	1	23.42	\$72,986.63	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		NewEmpMMNY		2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>				Vacant	1	19.82	\$70,667.77	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		NewEmpNkyOS		2000	TL	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>				Vacant	1	22	\$77,341.73	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		NewEmpMY40S		2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>				Vacant	1	27	\$83,103.52	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		NewEmpMzcSQC		2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	19.67	\$75,541.12	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	18.63	\$53,018.51	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	19.82	\$54,564.67	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	TL	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					0.65	55	\$98,821.73	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	AX	Nov 9	<input type="checkbox"/>	0.65
<input type="checkbox"/>					1	17.14	\$62,998.25	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	20.57	\$73,407.29	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	20.94	\$66,163.27	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1
<input type="checkbox"/>					1	18.84	\$68,647.44	2105	<input type="checkbox"/>	LFA Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>				2000	B	Nov 9	<input type="checkbox"/>	1

## 2. Appropriation Unit Selection

Select the appropriation unit(s) to view

The screenshot shows the 'Utah Performance & Budget Prep' website. A dropdown menu is open, displaying a list of appropriation units: All, 1411, 1414, 2090, 2094, 2315, 2320, 2321, 2328, 7260, CAB, CAC, CAD, CAE, CBB, and CBC. The dropdown is highlighted with a red box. Below the dropdown is the 'Personnel Grid' table, which contains columns for Name, FTE Val, Rate, Estimate, Appr, Inactive, Status, Gen Incr, Max, Title, PCN, Line, Schedule, Mod, Board Member, and FTE. The table contains several rows of data, with some rows highlighted in yellow and others in light blue. The 'Appr' column shows values like CAA, GAA, and CAAA. The 'FTE Val' column shows values like 0.64, 1, and 4. The 'Rate' column shows values like 15.01, 23.29, 50.37, 48.42, 31.05, 41.6, 32.09, 87.95, 29.35, and 103.66. The 'Estimate' column shows values like \$34,164.86, \$64,787.88, \$164,931.30, \$141,630.95, \$85,462.41, \$114,489.24, \$109,048.69, \$66.00, \$88,486.57, and \$310,941.66. The 'Status' column shows values like [object Object] and [object Object]. The 'Gen Incr' column shows values like [object Object] and [object Object]. The 'Max' column shows values like [object Object] and [object Object]. The 'Title' column shows values like CAAA, GAAA, and CAAA. The 'Line' column shows values like AC, AG, and AC. The 'Mod' column shows values like Nov 9, Nov 9, and Nov 9. The 'Board Member' column shows values like [object Object] and [object Object]. The 'FTE' column shows values like 0.64, 1, 1, 1, 1, 1, 1, 4, 1, and 1.

You may view multiple appropriation units. Select one unit from the drop-down menu, then select as many others as needed. To remove an appropriation unit, click the “X” to the left of the appropriation unit.

### 3. Filter records

Filter the records by name, EIN, PCN, tags, or appropriation

The screenshot shows the Budget Builder interface. At the top, there are tabs for 'Budget Prep', 'Comp Prep', and 'Performance Prep'. Below these, there is a search bar with '180 - Dept of Public Safety' and a filter box containing '2390'. A dropdown menu is open, showing options: 'Class Title', 'EIN', 'NAME', 'PCN', and 'TAGS'. The main area is titled 'Personnel Grid' and contains a table of personnel records. The table has columns for 'Name', 'FTE Val', 'Rate', 'Estimate', 'Appr', 'Inactive', 'Status', 'Emp Numb', 'Class Title', 'PCN', 'Line', 'Schedule', 'Mod', 'Board Member', and 'FTE'. The first row of data shows a record with FTE Val of 1, Rate of 2390, and Status of 'LFA Review'. There are also several buttons for actions like 'Update Multiple Records', 'Add Record', and 'Update Statuses to LFA Review'.

Use the filter to quickly find records. You may filter by Class Title, EIN, Name, PCN, or Tags. Choose the desired category from the drop-down menu, type the criterion into the filter box, and press enter or click the “Filter” button. To remove the filter, delete the criterion from the filter and press enter or click the “Filter” button.

## 4. Personnel Data Update

Update personnel records with data from the State Data Warehouse

**Personnel Grid**  
Personnel Records are listed in this table and linked to an Appropriation. Highlighted records show you what has been modified this cycle. Deactivated Records are also highlighted.

- Edit a Personnel Record by clicking the person's Class Title. Some fields allow in-line edit
- Add or Duplicate Records by clicking the add or duplicate icon
- Search For Records by entering search text above the table. Search criteria include name, employee number, class, appropriation, line number, etc.

Update Multiple Records | Add Record | Update

Benefits | Flags | Additional Info | Tags

Name	FTE Val	Re
	40	
	33	
	41	
	24	
	1	44
	48	
	1	33
	42	
	1	39.17
	29.79	\$111,481.02
		\$42,692.53
		NAA
		Review
		LFA
		Review

**Update from State Data Warehouse**

Select an Appropriation and Pay Period and click 'Update' to update from the State Data Warehouse

Agency: Dept of Environmental Quality

Appropriation: Please Select

Please Choose a Pay Period: 2023-07-21

Insert Only | Import missing employee records only, no updates to existing records.

For the update, data is pulled from the Employee\_Data table and the Labor\_Distribution table for the pay period selected.

- Data is Matched on EIN and Appropriation.

Update | Cancel

Line	Schedule	Mod	Board Member	FTE
2000	B	Oct 24	<input type="checkbox"/>	0.04
2000	B	Oct 24	<input checked="" type="checkbox"/>	0.01
2000	B	Oct 24	<input checked="" type="checkbox"/>	0.11
5000	B	Oct 24	<input type="checkbox"/>	0.15
NAAA	AX	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	1
NAAA	B	Oct 24	<input type="checkbox"/>	0.4

Click on “Add Record” and then “Add From SDW”, or the hyperlinked “Here” at the end of the final bullet point labeled “Update Personnel Data” to import compensation data for a specific appropriation unit from the State Data Warehouse. Then, follow these steps:

1. Select the appropriation unit.
2. Select the pay period.
3. Choose whether to import only missing records by checking the “Insert Only” box, or to overwrite all the data by unchecking the “Insert Only” box.
4. Click “Update” at the bottom left. A message box will appear as a final opportunity to cancel the import—click “OK” to proceed with and complete the import.

**NOTE:** If you would like to import compensation data for more than one appropriation unit simultaneously, please contact your GOPB analyst.

## 5. Update Multiple Records

Perform updates to all records with the box to their left checked

The screenshot shows a web browser window with the URL `budgetprep.utah.gov/comp/home.html?appr=CAA&a=12&selectedLine=****`. The main page is titled "Utah Performance & Budget Prep" and features a "Personnel Grid" with columns for "Name" and "FTE Val". Three rows in the grid have their checkboxes checked. A red box highlights the "Update Multiple Records" button. A pop-up window titled "Mass Update Personnel Records" is open, containing a message: "Make changes to multiple records with this form. Mouse over **here** for list of the checked records that will be updated. Any values entered will be pushed to all the selected records." The form has sections for "General", "FTE (Full-Time Employee)", and "Benefits".

Line	Schedule	Mod	Board Member	FTE
EAAA	AC	Oct 24	<input type="checkbox"/>	0.75
EAAA	AC	Oct 24	<input type="checkbox"/>	1
EAAA	AC	Oct 24	<input type="checkbox"/>	1

Use this option to update multiple records simultaneously. To update records, follow these steps:

1. Check the box to the left of each record you wish to include in the mass update.
2. Click on the "Update Multiple Records" button and make the necessary changes in the resulting pop-up window.
3. Click "Save" to update the selected records with any changes you have made, or "Cancel" to cancel any changes and close the window.

## 6. Add Record

Utah Performance & Budget Prep

Budget Prep - Comp Prep - Performance Prep - 050

Hannah Elliott

### Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

- **Edit a Personnel Record** by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit.
- **Add or Duplicate Records** by clicking the add or duplicate buttons.
- **Search For Records** by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- **Manage Appropriation Funding** by going to the [Funding](#) page.
- **See Calculations Rates** on the [Benefit Rates](#) page. [Appropriation Info](#) is [Here](#).
- **Mass Update multiple records** by checking the records's checkboxes and clicking 'Mass Update'.
- **Update Personnel Data** from the State Data Warehouse by clicking [Here](#)

Update Multiple Records **Add Record** Update Statuses to LFA Review Update Statuses to Agency Review

Add Blank Vacancy  
 Add Vacancy From Existing  
 Add By Splitting Employee  
 Add From SDW

Benefits	Flags	Additional	Name	Estimate	Appr	Inactive	Status	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>				0.75	51.76	\$123,195.05	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	0.75
<input type="checkbox"/>				1	31.14	\$108,162.86	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				1	25.34	\$85,566.66	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				1	29.56	\$89,203.97	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				1	68.52	\$215,871.60	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				1	38.07	\$105,452.94	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				1	75.3	\$223,421.27	EAA	<input type="checkbox"/>	[object Object]		EAAA	AA	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>				0.1	33.98	\$11,072.88	EAA	<input type="checkbox"/>	[object Object]		EAAA	AC	Oct 24	<input type="checkbox"/>	0.1

1. **ADD BLANK VACANCY:** Please include only those vacancies that are likely to be filled before or during FY25. DO NOT include contingency positions that will only be filled under unusual or unanticipated circumstances. Please provide a justification for including the vacancy in the notes field (found at the bottom of the pop-up window that results after clicking on a record's name). Do not add vacancies based on anticipated savings you achieved when other active positions in Comp Prep turnover. Those active positions serve as a placeholder for the FTE and cost of future turnover.
2. **ADD VACANCY FROM EXISTING:** Check the box to the left of the record you wish to duplicate. Make any necessary changes to the data in the resulting pop-up window and click "Save."
3. **ADD BY SPLITTING EMPLOYEE:** Use this option to split an employee between multiple appropriation units. Check the box to the left of the record you wish to split. Make any necessary changes to the data in the resulting pop-up window and click "Save."
4. **ADD FROM SDW:** To add from the State Data Warehouse, click the link or scroll to the previous section for details.

## 7. Add blank vacancy

**New Personnel Record**

Agency: Dept of Natural Resources  
Employee Name: Vacant  
EIN: NewEmpNzcoMS

Class Title\*  
Select a Class/Title

PCN\*

**Schedule Code\***  
Select a Schedule

Appropriation\*  
Status  
Agency Review

Board Member

FTE Value\*  
1.0

Hourly Rt\*  
 Inactive  
 Max Rate

**Benefits**

Health  
BP ADVF

Dental  
PEHP F

Retirement  
NONE

Life Insurance  
 Unemployment  
 COLA  
 Long Term Disability

**Advanced (Click to Open)**

Benefit Split

~~Alternative Hours~~

401k Match

Alt Life Ins Premium

TermPool  
--Please Select--

System Id:  
Data Warehouse Key:

**Estimate**

**Tags**

Tags

Add Tag

Save Cancel

You must select the appropriate schedule code. Once you have saved the vacancy, you will be unable to change the schedule code.

DO NOT enter alternative hours for any position. If an employee will not work the full 2,088 hours of the fiscal year, please adjust the FTE value. Contact GOPB if you have any questions.

Please include only those vacancies that are likely to be filled in FY25. DO NOT include contingency positions that will only be filled under unusual or unanticipated circumstances. The average mix of benefits for all vacancies in your agency should align with the average mix of benefits for existing positions in your agency.

Please provide an explanatory note (in the Notes field) for each vacancy.

## 8. Board Member

Identify board and commission members

**Personnel Grid**

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

- *Edit a Personnel Record* by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- *Add or Duplicate Records* by clicking the add or duplicate buttons
- *Search For Records* by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- *Manage Appropriation Funding* by going to the [Funding](#) page.
- *See Calculations Rates* on the [Benefit Rates](#) page. *Appropriation Info* is [Here](#).
- *Mass Update* multiple records by checking the records's checkboxes and clicking "Mass Update"
- *Update Personnel Data* from the State Data Warehouse by clicking [Here](#)

Update Multiple Records   Add Record   Update Statuses to LFA Review   Update Statuses to Agency Review

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>					1	32.36	\$120,942.68	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,206.93	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	23.13	\$87,740.92	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$139,146.07	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$135,747.75	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,785.43	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	43	\$164,335.32	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	46.95	\$165,896.01	2390	<input type="checkbox"/>	[object Object]				2000	AX	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	33.54	\$123,495.07	2390	<input type="checkbox"/>	[object Object]				2000	B	Oct 24	<input type="checkbox"/>	1

Check the Board Member box to identify the records of board or commission members that are present in Comp Prep. GOBP will exclude all board members from the incremental compensation increase calculation. Do not add records for board members that are not already present in Comp Prep.

## 9. Appropriation Info

Select the appropriation unit(s) to view. This will populate the appropriation units for your agency.

### Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated** Records are also highlighted.



- *Edit a Personnel Record* by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- *Add or Duplicate Records* by clicking the add or duplicate buttons
- *Search For Records* by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- *Manage Appropriation Funding* by going to the [Funding](#) page.
- *See Calculations Rates* on the [Benefit Rates](#) page. *Appropriation Info* is [Here](#).
- *Mass Update* multiple records by checking the records's checkboxes and clicking 'Mass Update'
- *Update Personnel Data* from the State Data Warehouse by clicking [Here](#)

### Appropriation Unit Lookup

This information comes from the State Data Warehouse (*Appropriation\_Unit* table). This is the appropriation information for Dept of Environmental Quality for 2024.

Appropriation Units										
Department	Appr	Appr Desc	Line	Line Info	Line Detail	Category	Type	Note	Unit Info	Fiscal Year
Dept of Environmental Quality	NAA	NAA DEQ Executive Director's Office Admin	NAAA	NAAA DEQ Executive Director	NAAA SB005 Item 57 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NAB	NAB DEQ Local Health Departments	NAAA	NAAA DEQ Executive Director	NAAA SB005 Item 57 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NAC	NAC DEQ Radon	NAAA	NAAA DEQ Executive Director	NAAA SB005 Item 57 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NAD	NAD DEQ Radiation Control	NADA	NADA DEQ Radiation Control	NADA Not Appropriated or Needed for FINET Depreciation	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NAE	NAE DEQ Water Quality	NAEA	NAEA DEQ Water Quality	NAEA Not Appropriated or Needed for FINET Depreciation	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NAL	NAL DEQ Waste Mgmt & Radiation Control	NALA	NALA DEQ Waste Management & Radiation Control	NALA Not Appropriated or Needed for FINET Depreciation	FAAA Environmental Quality	FAAA Environmental Quality	Needed for FINET Depreciation	480 1000	2024
Dept of Environmental Quality	NDA	NDA DEQ AQ Administration	NADD	NADD DEQ Air Quality	NADD SB005 Item 61 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NDB	NDB DEQ AQ Planning	NADD	NADD DEQ Air Quality	NADD SB005 Item 61 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024
Dept of Environmental Quality	NDC	NDC DEQ AQ Compliance	NADD	NADD DEQ Air Quality	NADD SB005 Item 61 2023 General Session	FAAA Environmental Quality	FAAA Environmental Quality		480 1000	2024

## 10. Benefit Rates

View benefit rates and hours per FTE utilized to calculate total salary and benefit costs

### Benefits/Rates

Current Benefits/Rates are listed below. The key field for the benefit/rate is their name. Benefit/Rates are either Flat Rate or Value.

Business logic within the application picks which value to take. Key Functions:

- *Edit a Benefit/Rate* by clicking the fund in the table below.
- *Add New Benefit/Rate* by clicking the 'Add Fund' button
- *Deactivate Benefit/Rate* by clicking the Benefit/Rate then checking the 'inactive' checkbox.

Add Benefit

Filter by Name

Active

Inactive

Reset Search

Benefit	Name	Type	Flat Cost	Percentage	Year	Inactive
18	Life Insurance	Calculation	32.76		2024	N
19	Medicare	Calculation		0.0145	2024	N
20	Workers Comp 810	Calculation		0.016	2024	N
21	Workers Comp	Calculation		0.0045	2024	N
22	Disability	Calculation		0.0068	2024	N
23	Unemployment	Calculation		0.001	2024	N
24	Social Security Cap	Calculation	160200		2024	N
25	Social Security	Calculation		0.062	2024	N
26	Max Match 401k	Calculation	26		2024	N
27	Base Hours	Calculation	2088		2024	N
29	Year	Calculation	2024		2024	N
49	NONE	Dental	0		2024	N
50	PEHP 1	Dental	314.34		2024	N
51	PEHP F	Dental	1061.84		2024	N

# 11. Download Excel Spreadsheet

Download data in excel spreadsheet format

**Personnel Grid**

Personnel Records are listed in this table and linked to an Appropriation. **Highlighted** records show you what has been modified this cycle. **Deactivated Records** are also highlighted.

- **Edit a Personnel Record** by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- **Add or Duplicate Records** by clicking the add or duplicate buttons
- **Search For Records** by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- **Manage Appropriation Funding** by going to the [Funding](#) page
- **See Calculations Rates** on the [Benefit Rates](#) page. [Appropriation Info is Here.](#)
- **Mass Update multiple records** by checking the records's checkboxes and clicking "Mass Update"
- **Update Personnel Data** from the State Data Warehouse by clicking [Here](#)

Update Multiple Records   Add Record   Update Statuses to LFA Review   Update Statuses to Agency Review

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Gen Incr	Max	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>					1	25.63	\$80,322.39	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	33.01	\$101,901.70	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	32.7	\$105,816.65	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	91.64	\$278,892.98	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	34.96	\$104,597.68	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	60	\$191,777.15	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	43.27	\$141,536.82	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	62.13	\$179,352.07	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	34.96	\$104,286.20	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	30.11	\$91,393.22	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	66.13	\$195,564.63	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	51.56	\$163,950.64	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1
<input type="checkbox"/>					1	91.64	\$264,957.24	AEA	<input type="checkbox"/>	[object Object]	<input checked="" type="checkbox"/>	<input type="checkbox"/>				AEA	AN	Dec 7	<input type="checkbox"/>	1

Click on the Excel icon to download the data in an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
1	Download	Personnel Agency	Appropriation Line	Employee	Employee	Class Title	Position	C	Schedule	Estimate	Calc-Wage	Calc-Soc	Calc-Medi	Calc-Dentz	Calc-Health	Calc-Unem	Calc-Work	Calc-Term	Calc-Lifeln	Calc-LTDisc	Calc-401k	Calc-Retir	Status	FTE	Val		
2	45147.71	32749	Departmer2005	2000						AB	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review	
3	45147.71	49165	Departmer2005	2000						AD	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review	
4	45147.71	49222	Departmer2005	2000						X	152084.3	140480.6	8709.8	2036.969	0	0	0	856.9319	0	0	0	0	0	0	0	LFA Review	
5	45147.71	55955	DepartmerDAC	DAAA						AB	75898.51	43618.32	2704.336	632.4656	578.5	15524.6	43.61832	266.0718	1260.569	32.76	218.0916	676	10333.18	0	0	LFA Review	
6	45147.71	56062	DepartmerDAC	DAAA						AB	148414.5	109056.2	6761.487	1581.315	0	0	109.0562	665.2431	3151.725	32.76	545.2812	676	25835.42	0	0	LFA Review	
7	45147.71	51688	DepartmerDAC	DAAA						AD	16403.54	15138	938.556	219.501	0	0	15.138	92.3418	0	0	0	0	0	0	0	LFA Review	
8	45147.71	55930	DepartmerDAC	DAAA						AD	238997.4	171257.8	9114	2483.238	311.48	7529.6	171.2578	1044.672	4949.349	32.76	856.2888	676	40570.96	0	0	LFA Review	
9	45147.71	56053	DepartmerDAC	DAAA						AD	81386.22	49005.36	3038.332	710.5777	578.5	15524.6	49.00536	298.9327	1416.255	32.76	245.0268	676	9810.873	0	0	LFA Review	
10	45147.71	55925	DepartmerDAC	DAAA						AB	124091.2	88197.12	5468.221	1278.858	311.48	7529.6	88.19712	538.0024	2548.897	32.76	440.9856	0	0	0	0	LFA Review	
11	45147.71	42014	DepartmerDAC	DAAA						X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	LFA Review	
12	45147.71	55987	DepartmerDAC	DAAA						X	125226.4	75857.04	4703.136	1099.927	1051.96	20724.86	75.85704	462.7279	2192.268	32.76	379.2852	676	17970.53	0	0	LFA Review	
13	45147.71	46432	DepartmerDAC	DAAA						X	6561.41	6055.2	375.4224	87.8004	0	0	6.0552	36.93672	0	0	0	0	0	0	0	LFA Review	
14	45147.71	56044	DepartmerDAC	DAAA						AB	97003.93	67233.6	4168.483	974.8872	311.48	7389.98	67.2336	410.125	1943.051	32.76	336.168	676	13460.17	0	0	LFA Review	
15	45147.71	48902	DepartmerDAC	DAAA						AC	153335.2	112689.4	6986.74	1633.996	0	0	112.6894	687.4051	3256.723	32.76	563.4468	676	26696.11	0	0	LFA Review	
16	45147.71	42830	DepartmerDAC	DAAA						AC	62570.83	41509.44	2573.585	601.8969	311.48	7529.6	41.50944	253.2076	1199.623	32.76	207.5472	0	0	0	0	0	LFA Review
17	45147.71	56084	DepartmerDAC	DAAA						AC	97226.91	59800.32	3707.62	867.1046	0	0	15524.6	59.80032	364.782	1728.229	32.76	299.0016	676	14166.7	0	0	LFA Review

## 12. Funding Page

View and edit appropriation unit funding sources

Line Item	Appropriation	ISF Default Funding Percent	ISF Funding Percent	Comp Default Funding Percent	Comp Funding Percent	Status	Actions
1411	1411 GOV Indigent Defense Resources Restr Act	1.0000	1.0000	0.0000	0.0000	GOPB Review	
1414	1414 Colorado River Authority of Utah Restricted Account	1.0000	2.7000	0.0000	0.0000	GOPB Review	
2328	2328 GOV Municipal Incorporation Expendable Special Revenue Fund	1.0000	1.0000	0.0000	0.0000	GOPB Review	
2315	2315 GOV CVR Crime Victim Reparation	1.0000	1.0000	0.0000	0.0000	GOPB Review	
CAAA	CAE GOV Literacy Projects	1.0000	1.0000	0.0000	0.0000	GOPB Review	
7260	7260 Indigent Inmate Trust Fund	1.0000	1.0000	0.0000	0.0000	GOPB Review	
CGAA	CGA Governor's Emergency Fund	1.0000	1.0000	0.0000	0.0000	GOPB Review	
CFDA	CFF Child Welfare Parental Defense Program	0.8590	1.0000	0.0000	0.0000	GOPB Review	
2090	2090 GOV Child Welfare Parental Defense Fund	1.0000	1.0000	0.0000	0.0000	GOPB Review	

Click on “Funding Split” located on the Budget Builder banner under the Budget Prep drop down to edit the funding spreads. The “Funding” page should reflect the spread of funding sources for personnel services expenditures. The system is pre-populated with the funding spread from the most recent legislative session.

- To add additional funding sources, select a fund from the drop-down menu, enter the amount (as a percent of the total funding), add appropriate notes, and click “Add Fund”. Repeat as necessary.
- To update the percent attributed to a fund, click on the fund name in the table, adjust the amount, add appropriate notes, and click “Update Fund”.

- To remove a funding source, click the x to the right. A warning will appear asking if you want to **permanently delete** this funding source.

The screenshot shows a confirmation dialog box from budgetprep.at.utah.gov asking "Are you sure? This record will be permanently deleted." with "OK" and "Cancel" buttons. Below the dialog is a table with columns: F Default Funding Pct, ISF Funding Pct, Comp Default Funding Pct, Comp Funding Pct, Note, and Actions. A red arrow points to the "x" icon in the Actions column of the first row.

F Default Funding Pct	ISF Funding Pct	Comp Default Funding Pct	Comp Funding Pct	Note	Actions
1	1				
1.0000	1.0000	0.0000	0.0000		

The initial funding spread loaded into Comp Prep is based on the LFA's FY25 ongoing funding base budget, and this value is stored in the "Default" field. If you change the default percentage or add a new funding source, please provide justification in the notes field.

**12. a. Turnover Savings Report**

The Turnover Savings review was previously completed with shared spreadsheets and has now been added to Comp Prep. LFA and GOPB utilize the data to meet two separate reporting requirements.

This table is now in a new location. Under the Comp Prep tab, select the Turnover Savings option, which will populate the needed information.

Comp Prep - Performance Prep - 060 - Governor's Office

Home  
Turnover Savings  
Admin

**Agency Savings**

Agencies should review this vacancy report for accuracy and provide suggested amendments to their GOPB analyst by Friday, September 16. When completed, update status to "GOPB Review".

**Budget data fields** for both years represent the FINET budget for personnel services. **Actual data fields** for both years represent actual personnel services expenditures in FINET. Updates should be coordinated with your GOPB analyst for the budget and actual data fields. **Appropriated data fields** for both years represent the appropriations provided for personnel services and are tracked in LFA's COBI. If you have questions regarding this amount, please contact your LFA analyst.

Department: 060

Update Statuses to Agency Review    Update Statuses to GOPB Review    Update Statuses to LFA Review

Line Item	Line Item Name	FY21 Appropriated	FY21 Budget	FY21 Actual	FY22 Appropriated	FY22 Budget	FY22 Actual	Status	Notes
2094	CCJJ-Pretrial Release Programs SRF	\$9,000	\$0	\$0	\$12,000	\$2,859	\$6,589	GOPB Review	
CCCA	Colorado River Authority of Utah	\$0	N/A	N/A	\$600,000	\$600,000	\$616,774	GOPB Review	
CEAA	GOV Criminal & Juvenile Justice	\$6,327,700	\$5,810,602	\$6,038,292	\$6,862,500	\$5,718,053	\$6,291,387	GOPB Review	
CAAA	GOV Governor's Office	\$5,257,000	\$5,263,700	\$5,357,483	\$5,720,400	\$5,582,000	\$5,891,494	GOPB Review	
CFDA	GOV Indigent Defense Commission	\$1,417,900	\$1,055,742	\$919,039	\$2,226,100	\$932,914	\$1,368,760	GOPB Review	
CBAA	GOV Office of Management & Budget	\$3,973,800	\$3,657,500	\$3,153,813	\$4,756,600	\$4,094,300	\$3,889,715	GOPB Review	

Data for the report comes from the following sources:

- Budget data fields for both years represent the FINET budget for personnel services.
- Actual data fields for both years represent actual personnel services expenditures in FINET.
- Appropriated data fields for both years represent the appropriations provided for personnel services and are tracked in LFA's COBI. If you have questions regarding this amount, please contact your LFA analyst.

If you see any discrepancies with the data, please note the discrepancies and work with your GOPB analyst to resolve them. After you have completed your agency review, please update the status to GOPB review.

### 13. Submit Records to GOPB

Submit all records to GOPB for review

**Budget Builder** Budget Prep - Comp Prep - Performance Prep -

180 - Dept of Public Safety | x 2390 | Type to Filter | Filter

#### Personnel Grid

Personnel Records are listed in this table and linked to an Appropriation. Highlighted records show you what has been modified this cycle. Deactivated Records are also highlighted.

- *Edit a Personnel Record* by clicking the person's name, Employee Number, PCN, or Class Title. Some fields allow in-line edit
- *Add or Duplicate Records* by clicking the add or duplicate buttons
- *Search For Records* by entering search text above. Search will look at the person's name, employee number, class, appropriation, line or tags.
- *Manage Appropriation Funding* by going to the [Funding](#) page.
- *See Calculations Rates* on the [Benefit Rates](#) page. *Appropriation Info* is [Here](#).
- *Mass Update* multiple records by checking the records's checkboxes and clicking 'Mass Update'
- *Update Personnel Data* from the State Data Warehouse by clicking [Here](#)

Update Multiple Records | Add Record - | **Submit Records to GOPB**

Benefits	Flags	Additional Info	Tags	Name	FTE Val	Rate	Estimate	Appr	Inactive	Status	Emp Num	Class Title	PCN	Line	Schedule	Mod	Board Member	FTE
<input type="checkbox"/>					1	53.7	\$194,149.87	2390	<input type="checkbox"/>	LFA Review				2000	AX	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	32.36	\$120,942.68	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,206.93	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	23.13	\$87,740.92	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$139,146.07	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$135,747.75	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	37.08	\$129,785.43	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	43	\$164,335.32	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	46.95	\$165,896.01	2390	<input type="checkbox"/>	LFA Review				2000	AX	Oct 24	<input type="checkbox"/>	1
<input type="checkbox"/>					1	33.54	\$123,495.07	2390	<input type="checkbox"/>	LFA Review				2000	B	Oct 24	<input type="checkbox"/>	1

Once you have reviewed all records and believe them to be correct, click “Submit Records to GOPB.” A box will pop up with a message asking if you have reviewed the funding spread. If not, click “Cancel”, review the funding spread ([see page 17](#)), and then submit records.

Please submit all records no later than close of business on **Friday, Sept. 15, 2023.**

**NOTE: Once you have submitted records to GOPB for review, you will no longer be able to edit those records. Please contact your GOPB analyst if you need to edit them after they have been submitted for GOPB review.**